



Group Policies



Contents

DGL Policy Statement.....	3
Code of Ethics.....	3
Health and Safety Policy.....	4
Environmental Policy.....	5
Community and Stakeholder Management Policy.....	6
Quality Policy.....	7
Manual Handling Policy.....	8
Rehabilitation Policy.....	9
Fitness for Duty Policy.....	10

DGL Policy Statement

Purpose

To promote a Healthy, Safe and Happy work environment that will deliver projects in a Safe and Timely Manner

All DGL's policies will follow the four core principles:

Management - To promote strong leadership and role models within DGL

Systems - To implement best practice systems

Involving Everybody – Involvement off all employees to maintain successful projects

Ongoing Development – To promote continual development of policies, systems and plans

Code of Ethics

We Will

- Follow company policies at all times
- Accept responsibility and accountability for our actions
- Act with honesty fairness and integrity within all areas of our business dealings
- Support workplace diversity by respecting the values of others
- Not tolerate racial discrimination, workplace bullying or sexual misconduct
- Comply with all laws and statutory obligations
- Encourage communication

Health and Safety Policy

At DGL Contractors a commitment to occupational health and safety is an integral part of maintaining a strong business.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating work related incidents in relation to our activities, products and services
- defining roles and responsibilities for occupational health and safety
- maintaining a compliant OH&S Management Plan

Strategies will include:

Management

- having highly visible and positive role models
- ensuring occupational health, safety and environment management principles are included in all organisational planning activities

Systems

- distributing occupational health, safety information, including this policy, to all employees and interested parties
- providing enough resources to ensure occupational health, safety is a central part of the organisation

Involving Everybody

- consulting with employees and other parties to improve decision-making on occupational health, safety matters
- ensuring that all employees have been company Inducted by DGL and have understood 'Fitness for Duty Policy'

Ongoing Development

- providing ongoing education and training to all of our employees
- ensuring incidents are investigated and lessons are learnt within the organisation

Environmental Policy

At DGL Contractors the commitment to Environmental Management ensures that the business can be run sustainably without leaving an unwanted environmental footprint

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of eliminating environmental incidents in relation to our activities, products and services
- defining roles and responsibilities for Environmental Management
- maintaining a compliant Environmental Management Plan

Strategies will include:

Management

- sustainable environmental outcomes and initiatives
- run the business with future generations in mind

Systems

- distributing environmental management information, including this policy, to all employees and interested parties
- monitor measure and report environmental performance

Involving Everybody

- consulting with employees and other parties to improve decision-making on environment matters

Ongoing Development

- providing ongoing education and training to all of our employees
- recognize and share lessons learnt
- implement environmental solutions throughout all aspects of the business

Community and Stakeholder Management Policy

At DGL Contractors the commitment to ensure that all stakeholders and the community are considered and consulted within all aspects of DGL's works and services

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of maintaining strong community and stakeholder management practices in relation to our activities, products and services

Strategies will include:

Management

- communicate the nature of our work openly and with transparency
- seek opportunity for community and stakeholder involvement

Systems

- using communication systems to match the communication needs of the community and stakeholders
- create clear and efficient two-way communication systems

Involving Everybody

- engage communities and stakeholders proactively encouraging two way communication
- create opportunities for face to face engagement

Ongoing Development

- share lesson learnt and continually improve on community and stakeholder relationships
- review and revise policy and procedures

Quality Policy

At DGL Contractors the commitment to Quality Management ensures that the business can be run sustainably and professionally by implementing policies and procedures to allow for all stakeholders to contribute towards the quality management of DGL Contractors.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of maximizing quality outcomes in relation to our activities, products and services
- defining roles and responsibilities for quality outcomes
- maintaining a compliant Quality Management Plan

Strategies will include:

Management

- maintain management accountability for achieving quality outcomes
- ensure all employees take ownership for quality standards

Systems

- ensure that management systems are integrated into all business activities

Involving Everybody

- identify, monitor and respond to both employee and clients needs

Ongoing Development

- continually review and refine quality systems
- ensure that quality systems encourage new ideas

Manual Handling Policy

At DGL Contractors the commitment to Manual Handling is all encompassing with all employees being involved in the identification, analysis and development of procedures that relate to manual handling

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up objectives and targets with the aim of minimising manual handling in the workplace
- Hazard and Risk identification and analysis
-

Strategies will include:

Management

- maintain management engagement when procedures are put in place
- ensure that legislation is followed in all documents relating to Manual Handling

Systems

- ensure that all hazards and risks associated with Manual Handling is addressed in the relevant documents

Involving Everybody

- identify, monitor and respond to both employee and clients' needs

Ongoing Development

- continually review and refine hazards and risks
- ensure that safety systems encourage new ideas

Rehabilitation Policy

DGL Contractors Pty Ltd will provide occupational rehabilitation to any and all employees who have been injured or suffer any illness associated with their work environment.

This will be done to the highest standard of care to help facilitate a full and swift recovery, so that they are able to return to work.

DGL Industrial Pty Ltd is committing itself to the statement "We want you to go home in the same condition you arrived in"

Objectives to implement a safe return to work:

- Ensure consultation between medical practitioners directly involved, employee and DGL representative to assess the injury/illness.*
- Follow the Suitable Duties Plan with employee and medical practitioners to correctly assess employee's restrictions.*
- Ensure the employees understands DGL Industrial Pty Ltd expectations to return the employee back into the work environment under the rehabilitation program as early as practical.*
- Recognise that employees, supervisors and management have an important role to play in the rehabilitation process.*
- Discuss and assist the employee to understand their rights and obligations regarding the return to work with work-based rehabilitation. We invite all parties involved, including representatives such legal guardian, to be involved in the planned return to work.*
- Ensure the employee does not suffer prejudice because of the injuries/illness sustained.*
- At all times confidentiality will be maintained and all employee's information will not be given to any parties not directly involved.*
- Fully encourage employee co-operation with their appointed rehabilitation counsellor, and any medical practitioner's involved with the rehabilitation process as stated and agreed to in the Employee Authority.*

Fitness for Duty Policy

It is necessary for DGL Contractors Pty Ltd to provide a healthy and safe work environment for all employees, clients, contractors and visitors. To protect the health and safety of others it is necessary that all employees are “fit for duty” in terms of alcohol use, drug use, fatigue and physical or psychological impairment.

“Fit for Duty” means you are able to carry out your duties in a competent manner providing the safest environment possible for you and those working around you. This is a shared responsibility between DGL Contractors Pty Ltd and employees.

It is the responsibility of DGL Contractors Pty Ltd:

To ensure a safe work environment is provided. This is achieved by maintaining a safe place to work and implementing safe procedures at work.

To provide adequate instructions, training and supervision on health and safety issues.

To provide adequate resources to ensure Health and Safety Standards are met.

To ensure any employees affected by alcohol, drugs, fatigue, physical or psychological impairments are removed from the work site for the protection of themselves and those around them.

To provide education to employees on fitness for work issues.

To provide and maintain a Health and Safety Policy for employees.

To assess an employee for “Fit for Duty” issues at the commencement of work and during work time.

To provide assistance to any employee to overcome any issues which are affecting their fitness for work.

It is the responsibility of the employee to ensure:

He/she is not under the influence or impaired by drugs or alcohol when working.

He/she has had adequate sleep and is not fatigued at the start of work.

He/she maintains a healthy lifestyle, taking care with diet and exercise for optimum health.

He/she is not stressed to the point where it may affect the ability to carry out the duties safely.

He/she notifies a supervisor immediately if he/she believes they are no longer “Fit for Duty”.

Employees are employed by DGL Contractors Pty Ltd on the condition they are “Fit for Duty”.